



# EMPLOYMENT OPPORTUNITY

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Human Resources Division  
#1 Gary K. Anderson Plaza, Decatur, IL 62523  
Phone: (217) 424-2805 • [www.decaturlil.gov](http://www.decaturlil.gov)  
*An Equal Opportunity Employer*

3/4/13

The Civil Service Commission of the City of Decatur will conduct an examination and establish an eligible register for the following classification:

## **Library Page (Half-Time)**

Hourly Pay: \$10.90 with a growth potential to \$12.44 in accordance with union contract

Applications are available on our website at [www.decaturlil.gov](http://www.decaturlil.gov) or at the Human Resources Division, Department of Management Services, Second Floor, Decatur Civic Center, #1 Gary K. Anderson Plaza, Decatur, Illinois 62523, and must be returned or postmarked by **Friday, March 8, 2013**.

**This position is part-time, 20 hours per week. Candidates must be able to work evenings and weekends.**

There is currently one opening at the Decatur Public Library. Persons passing all phases of the selection process will be placed on a Civil Service eligible register which will be used for a period of two years or until exhausted. Selection of candidates will be made according to the Civil Service laws for cities, as modified by the City Code of the City of Decatur, Illinois.

### **NATURE OF WORK**

This is beginning level work of limited complexity and variety performed throughout the public library. Work involves standardized duties performed independently following established procedures after a limited period of familiarization with work processes and assignments.

### **EXAMINATION PROCESS**

Applicants must successfully complete all portions of the selection process. The examination process will consist of the following:

- 1) **Written Examination:** All applicants must take the written examination. Applicants are required to score at least 70.00% on the written examination.
- 2) **Oral Interview:** All applicants passing the written test must pass an oral interview.

- 3) **Veteran Points:** Eligible veterans may receive 5 veteran preference points added to their final examination score.
- 4) **Physical Examination:** Applicants placed on the eligible register must pass a physical examination which includes a drug screen by a physician of the Commission's choice, immediately prior to appointment.

### **EDUCATION AND EXPERIENCE**

Graduation from high school or equivalent.

### **ESSENTIAL KNOWLEDGE AND SKILLS**

1. Knowledge of business English, spelling and arithmetic.
2. Some knowledge of standard office practices and procedures.
3. Ability to work evening and/or weekend hours as required.
4. Knowledge of the Dewey Decimal library classification system.
5. Ability to lift and carry boxes of library materials and donations.
6. Ability to deal with the public and staff in general, and tactfully handle difficult work situations.
7. Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines.
8. Ability to understand and follow basic oral and written instructions.
9. Ability to perform repetitive motion tasks with full range of mobility. Must have adequate eyesight, depth perception, and color vision to perform duties.
10. Must be able to work in the following environments: inside and outside with temperature variations; with noise and vibrations; and with adequate ventilation, meeting all relevant safety regulations.
11. Must be able to turn, balance, push, handle, reach, stoop, and stand for extended periods of time.

### **ESSENTIAL DUTIES TO BE PERFORMED**

1. Shelves library materials according to appropriate organizational scheme; processes newspapers; places new magazines on racks and removes older issues; keeps periodical stacks in order.
2. Performs general errands and delivery work; locates and delivers materials to various locations; delivers inter-library mail; empties book drops; sorts returned materials and inspects for damage; sensitizes/desensitizes library materials.

3. Adheres to departmental procedures for straightening materials/shelves throughout the library; reads shelves to maintain proper classification sequence.
4. Prepares new materials for circulation; prepares pockets, cover jackets, iron-on-labels; applies security tapes to materials already in circulation.
5. Checks in newspapers.
6. Assists with mending materials; replaces torn and missing pages; binds paperbacks; operates machinery necessary for these duties.
7. Helps with inventory or related projects; some date entry required.
8. Sorts and prepares carts for shelving after materials are checked in.
9. Moves large amounts of materials/equipment to and from vehicles and within the library building as directed by supervisor.
10. Performs related work and other duties as assigned.

### **RESIDENCY**

Employees must establish residency within the corporate limits of Macon County or within fifteen (15) miles of the corporate limits of the City of Decatur, within 90 days following the completion of their 6 month probationary period.

### **OTHER**

SICK LEAVE - 4 hours per month granted.

VACATION - 2 weeks after 1 year of service; 3 weeks after 8 years of service; 4 weeks after 15 years of service and 5 weeks after 20 years of service.

<u>HOLIDAYS</u>	-	New Years Day M.L. King's Birthday Lincoln's Birthday Good Friday	Memorial Day Independence Day Labor Day Veterans Day	Presidential Election Day Thanksgiving Day Christmas Day
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PENSION - The Decatur Public Library contributes to the Illinois Municipal Retirement Fund. Employees also contribute at the rate of 4.5% of gross pay. Employee contributions are refundable, if employment ends before retirement. Deferred compensation is available.

APPLY: Visit our website at [www.decaturil.gov](http://www.decaturil.gov) or in person at  
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#1 Gary K. Anderson Plaza  
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Phone: 217/424-2805

AA/EOE